

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**Financial Report
With Supplemental Information
Prepared in Accordance with GASB 34**

December 31, 2004

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name CRYSTAL FALLS DIST. COMMUNITY LIBRARY	County IRON
Audit Date DECEMBER 31, 2004	Opinion Date MAY 06, 2005	Date Accountant Report Submitted to State: JUNE 15, 2005	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☒ Yes ☐ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X


Certified Public Accountant (Firm Name) DS ROSTAGNO, CPA, P.C.			
Street Address 101 WEST MAPLE STREET		City IRON RIVER	State MI
Accountant Signature 		ZIP 49935	Date JUNE 15, 2005

TABLE OF CONTENTS

	<u>Page</u>
INDEPENDENT AUDITOR'S REPORT	3
MANAGEMENT'S DISCUSSION AND ANALYSIS	6
BASIC FINANCIAL STATEMENTS	14
Statement of Net Assets	15
Statement of Activities	16
Balance Sheet	17
Reconciliation of Balance Sheet of Governmental Funds to Net Assets	18
Statement of Revenues, Expenditures, and Changes in Fund Balance	19
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	20
NOTES TO THE FINANCIAL STATEMENTS	21
REQUIRED SUPPLEMENTAL INFORMATION	67
Budgetary Comparison Schedule - General Fund	68
OTHER SUPPLEMENTAL INFORMATION	70
General Fund - Statement of Revenues, Expenditures, and Changes in Fund Equity - Actual and Budget	71
Debt Service Fund - Statement of Revenues, Expenditures, and Changes in Fund Equity - Actual and Budget	73
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING	74

INDEPENDENT AUDITOR'S REPORT

DS Rostagno, CPA, P.C.

***101 West Maple Street, Iron River, MI 49935
Tel (906) 265-1040 Fax (906) 265-1042***

Board of Trustees
Crystal Falls District Community Library
Crystal Falls, Michigan 49920

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of the governmental activities, each major fund, and aggregate remaining fund information of the **Crystal Falls District Community Library**, as of and for the year ended December 31, 2004, which collectively comprise the Library's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Library's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Board of Trustees, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of governmental activities, each major fund, and the aggregate remaining fund information of the **Crystal Falls District Community Library** at December 31, 2004, and the respective changes in financial position thereof for the year ended, in conformity with generally accepted accounting principles in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 06, 2005 on our consideration of the **Crystal Falls District Community Library's** internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with the report in considering the results of our audit.

The management's discussion and analysis on pages 7 through 13 and the budgetary comparison information are not required parts of the basic financial statements but are supplemental information required by the *Governmental Accounting Standards Board* and by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of the inquires of management, regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the **Crystal Falls District Community Library's** basic financial statements. The combining and individual fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual fund financial statements have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Dianne S. Rostagno
DS ROSTAGNO CPA, P.C.

May 06, 2005

MANAGEMENT'S DISCUSSION AND ANALYSIS



Community Library

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The management of the Crystal Falls District Community Library provides this narrative overview and analysis of the financial activities of the Library for the year ended December 31, 2004. As readers, you are encouraged to read this discussion and analysis in conjunction with the Library's financial statement information included in this report.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Library's basic financial statements. The financial section of this report includes management's discussion and analysis, the basic financial statements, and required supplementary information. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements

The government-wide financial statements are designed to provide readers with a broad overview of the Library's finances, in a manner similar to a private-sector business.

The Statement of Net Assets presents information on all of the Library's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.

The Statement of Activities presents information showing how the government's net assets changed during the most recent year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Fund Financial Statements

The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. In the basic financial statements, the emphasis of the fund financial statements is on major funds. All of the funds of the Library are governmental funds.



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Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. This information may be useful in evaluating the Library's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. In order to provide the reader with information to better understand the long-term impact of the government's near-term financing decision, a reconciliation between the government-wide financial statements and the fund financial statements is included as part of the basic financial statements.

The Library maintains two governmental funds. Information is presented separately in the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balance for the general fund and debt service fund, both of which are considered major funds.

The Library adopts an annual budget for its general fund. To demonstrate compliance with this budget, a budgetary comparison statement has been provided for the general fund, and is included in the "Required Supplementary Information" section of this document.

Notes to the Financial Statements

Notes to the financial statements are included in the basic financial statements, and provide additional information that is essential for a full understanding of the data provided in the government-wide and the fund financial statements.

Supplementary Information

Required supplementary information follows the basic financial statements, and includes budgetary comparison schedules for the General Fund as presented in the governmental fund financial statements.



Community Library

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Government-wide Financial Analysis

In time, net assets of a governmental entity may serve as a useful indicator of the government's financial position. In the case of the Library, assets exceeded liabilities by \$410,648 at December 31.

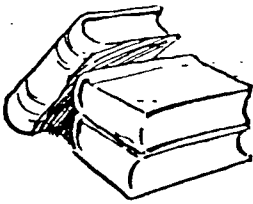
By far, the largest portion of the Library's net assets is its investment in capital assets (land, buildings, machinery, and equipment), less any outstanding debt related to acquiring the asset. These capital assets are used to provide services to citizens and are not available for future spending. Although the Library's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. At December 31, 2004, the Library reported \$309,821 in capital assets net of related debt.

Summary of Net Assets

In a condensed format, the following is a summary of the Library's net assets at December 31, 2004 and 2003:

	Governmental Activities <u>2004</u>	Governmental Activities <u>2003</u>
Current and other assets	\$ 103010	\$ 123396
Capital assets, net	<u>535684</u>	<u>552558</u>
Total Assets	\$ 638694	\$ 675954
Long-term liabilities	175429	240608
Other liabilities	<u>52617</u>	<u>53766</u>
Total liabilities	\$ 228046	\$ 294374
Invested in capital assets, net of related debt	309821	261516
Designated	9549	0
Unrestricted, Undesignated	<u>91278</u>	<u>120064</u>
Total net assets	\$ 410648	\$ 381580

For governmental activities, net assets increased by \$ 29,068 during the year.



Community Library

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Government-wide Financial Analysis (Continued)

The following represents the change in net assets for the Library's governmental funds for the years ended December 31, 2004 and 2003.

	Governmental Activities <u>2004</u>	Governmental Activities <u>2003</u>
REVENUES:		
<u>Program Revenues</u>		
Charges for services	\$ 6240	\$ 5494
Operating grants and contributions	2498	1049
Capital grants and contributions	0	0
<u>General Revenues</u>		
Property taxes	145654	144372
Other taxes	3587	0
Unrestricted grants	22649	21242
Other	<u>1697</u>	<u>2144</u>
Total Revenues	\$ 182325	\$ 174301
EXPENSES:		
Community services	114370	101253
Debt service	14803	0
Interest and fees	24084	16476
Depreciation	<u> </u>	<u>23702</u>
Total governmental expenses	\$ 153257	\$ 141431
Increase (Decrease) in Net Assets	29068	32870
Net Assets - beginning of year	<u>381580</u>	<u>348710</u>
Net Assets - end of year	\$ <u>410648</u>	\$ <u>381580</u>



Community Library

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Governmental Activities

Property taxes comprise \$ 145,654 or approximately 80 percent of total governmental revenues. Penal fines were \$ 18,687, or approximately 10 percent of total revenues.

The Library expensed \$ 153,257 on governmental programs and services. The largest expense category was incurred for Library administration, which totaled \$ 67,144, or approximately 44 percent of total expenditures. Of this amount, \$ 60,077 was paid directly for salaries and benefits.

Costs of providing direct Library services were \$ 34,934, or approximately 23 percent of total expenditures. Occupancy costs excluding debt service were \$ 11,855, or approximately 8 percent of total expenditures.

Final Analysis of the Governmental Funds

As previously noted, the Library uses fund accounting to ensure and demonstrate compliance with finance-related requirements.

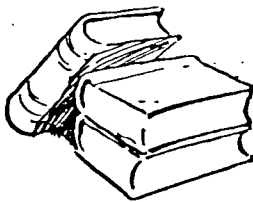
Governmental Funds

The focus of the Library's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. This information is useful in assessing the Library's financing requirements. In particular, the unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

The Library's governmental funds reported combined ending fund balances of \$ 100,827 of which \$ 91,278 is unreserved and is available for spending at the government's discretion. \$ 5,500 is designated for building, \$ 3,000 is designated for roof repair or replacement, and \$ 1,049 is designated for other purposes.

The Library's primary governmental fund is a general fund.

On the budgetary basis of accounting, the Library ended the fiscal year with revenues slightly higher than both the original and the final projections. Total expenditures were slightly lower than both the original and the final projections. At year-end, the fund balance was higher than either the original or the final amended budget projections.



Community Library

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Governmental Funds (Continued)

Expenditures – Budget vs. Actual for the Year Ended December 31, 2004

General Fund:

Expenditures Original Budget	Expenditures Final Budget	Expenditures Final Actual	Expenditures Variance Actual and Original Budget	Expenditures Variance Actual and Final Budget
\$ 128302	\$ 123265	\$ 121580	\$ 6722	\$ 1685

Revenues – Budget vs. Actual for the Year Ended December 31, 2004

Revenues Original Budget	Revenues Final Budget	Revenues Final Actual	Revenues Variance Actual and Original Budget	Revenues Variance Actual and Final Budget
\$ 118225	\$ 118225	\$ 130229	\$ 12004	\$ 12004

General fund financial and budgetary highlights of the fiscal year include:

- * Property tax revenue exceeded original and final budgetary projections by \$ 4,558.
- * State aid was up slightly from the original and final amended budget, coming in at \$ 3,278 which is \$ 778 more than the original and final budgeted estimates of \$ 2,500.
- * Expenditures in total for the general fund were \$ 121,580, less than the final amended budget of \$ 123,265 and the original budget amount of \$ 128,302. This was due in part to maintenance and repair costs of \$ 2,952, which was \$ 7,848 and \$ 1,048 below final and original budgeted amounts, respectively.



Community Library

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Capital Asset and Debt Administration

Capital Assets

The Library's investment in capital assets, net of accumulated depreciation, for its governmental activities as of December 31, 2004 and 2003, were \$ 535,684 and \$ 552,558, respectively. The investment in capital assets includes land, buildings, furniture and fixtures, computers, and other equipment. The Library has no infrastructure assets.

There were no major capital events during the current year.

Long-term debt

As of December 31, the Library had total debt outstanding of \$ 225,863. Of this amount, \$ 50,434 is due and payable within the next 12 months.

The following areas highlight the Library's priorities and accomplishments:

- ** During 2004 the Library had 24,043 visitors, up from 23,067 in 2003.
- ** Adult materials loaned were 19,044, an increase from 16,876 in 2003.
- ** Student materials loaned were 11,483, up from 9,662 in 2003.
- ** Reference usage in 2004 was 2,001, up from 1,627 in 2003.
- ** In 2004, the Library purchased 1,052 new books, 265 music CD's, 121 new audio recordings, 112 new videos, and 86 books on CD.

Requests for Information

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or request for additional information should be addressed to:

Crystal Falls District Community Library
237 Superior Avenue
Crystal Falls, Michigan 49920

BASIC FINANCIAL STATEMENTS

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

Statement of Net Assets

December 31, 2004

<u>ASSETS</u>	<u>Governmental Activities</u>
<u>Current Assets</u>	
Cash and Cash Equivalents (Note C)	\$ 103010
Total Current Assets	103010
<u>Noncurrent Assets</u>	
Capital Assets, Net (Note H)	535684
Total Noncurrent Assets	535684
TOTAL ASSETS	\$ 638694
 <u>LIABILITIES</u>	
<u>Current Liabilities</u>	
Accounts Payable	\$ 538
Accrued Payroll Taxes	1645
Bonds/Notes Payable, Due within one year (Note I)	50434
Total Current Liabilities	52617
<u>Noncurrent Liabilities</u>	
Bonds/Notes Payable (Note I)	175429
Total Noncurrent Liabilities	175429
TOTAL LIABILITIES	\$ 228046
 <u>NET ASSETS</u>	
Invested in Capital Assets, Net of Related Debt	309821
Designated	9549
Unrestricted, Undesignated	91278
TOTAL NET ASSETS	\$ 410648

The notes to the financial statements are an integral part of this report.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

Statement of Activities

Year Ended December 31, 2004

Functions/Programs	<u>Expenses</u>	<u>PROGRAM REVENUES</u>		<u>Net(Expense)</u> <u>Revenue</u> <u>and Changes in</u> <u>Net Assets</u>
		<u>Charges</u> <u>for Services</u>	<u>Operating</u> <u>Grants &</u> <u>Contributions</u>	<u>Governmental</u> <u>Activities</u>
Primary Government -				
Community Services				
Administration	\$67144			-\$67144
Occupancy	11855			-11855
Special Programs	437			-437
Library Services	34934	6240	2498	-26196
Interest on Long-Term Debt	14803			-14803
Intergovernmental	0			0
Depreciation (Unallocated)	24084			-24084
Total Governmental Activities	\$153257	\$6240	\$2498	-\$144519
General Revenues:				
Taxes:				
Property taxes levied for general operations				\$93558
Property taxes levied for debt services				52096
Other taxes				3587
State Aid				3278
Penal Fines				18687
Renaissance Zone				684
Interest and Investment Earnings				1697
Total General Revenues				\$173587
Change in Net Assets				29068
Net Assets - Beginning of year				381580
Net Assets - End of year				\$410648

The notes to the financial statements are an integral part of this report.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

Balance Sheet Governmental Funds

December 31, 2004

	<u>General</u>	<u>Debt Service</u>	<u>Total Governmental Funds</u>
<u>ASSETS</u>			
Cash and Investments (Note C)	<u>\$103010</u>	<u>\$0</u>	<u>\$103010</u>
TOTAL ASSETS	<u><u>103010</u></u>	<u><u>0</u></u>	<u><u>103010</u></u>
LIABILITIES AND FUND BALANCES			
<u>LIABILITIES</u>			
Accounts Payable	538	0	538
Accrued Payroll Taxes	<u>1645</u>	<u>0</u>	<u>1645</u>
Total Liabilities	2183	0	2183
<u>FUND BALANCES</u>			
Designated for Building	5500		5500
Designated for Roof	3000		3000
Designated for Other Purposes	1049		1049
Unreserved and undesignated	<u>91278</u>	<u>0</u>	<u>91278</u>
Total Fund Balances	100827	0	100827
TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$103010</u></u>	<u><u>\$0</u></u>	<u><u>\$103010</u></u>

The notes to the financial services are an integral part of this report.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

Governmental Funds

Reconciliation of Balance Sheet of Governmental Funds to Net Assets

December 31, 2004

Fund Balances - Total Governmental Funds

\$ 100827

Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and are not reported in the funds.

The cost of capital assets is:

631800

Accumulated depreciation is:

-96116

Long term liabilities are not due and payable in the current period and are not reported in the funds:

Bonds Payable

-225863

Other long term assets not available to pay current period expenditures therefore deferred in the funds

0

Accrued interest is not included as a liability in governmental funds

0

Amounts due to other non-governmental funds are not reported in the government-wide financial statements

0

Total Net Assets - Governmental Activities

\$ 410648

The notes to the financial statements are an integral part of this report.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

Governmental Funds

Statement of Revenues, Expenditures, and Changes in Fund Balance

Year Ended December 31, 2004

	<u>General</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
<u>REVENUES</u>			
Current Property Taxes	\$93558	\$52096	\$145654
Other Taxes	3587		3587
Penal Fines	18687		18687
Fines	1885		1885
Sale of Property	1082		1082
Use of Money and Property	1697		1697
Charges for Services	1230		1230
Miscellaneous	4307		4307
Recovered Costs	0		0
Intergovernmental	4196		4196
TOTAL REVENUE	\$130229	\$52096	\$182325
<u>EXPENDITURES</u>			
Current Operating:			
Community Services	114370		114370
Debt Service			0
Principal	0	65179	65179
Interest and Fees	0	14803	14803
Capital Outlay	7210		7210
TOTAL EXPENDITURES	\$121580	\$79982	\$201562
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$8649	-\$27886	-\$19237
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating transfers in		27886	27886
Operating transfers out	-27886		-27886
TOTAL OTHER FINANCING SOURCES (USES)	-27886	27886	0
NET CHANGE IN FUND BALANCE	-19237	0	-19237
FUND BALANCE-BEGINNING OF YEAR	120064	0	120064
FUND BALANCE-END OF YEAR	\$100827	\$0	\$100827

The notes to the financial statements are an integral part of this report.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

Governmental Funds

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund
Balances of Governmental Funds to the Statement of Activities**

Year Ended December 31, 2004

Net Change in Fund Balances - Total Governmental Funds

-\$19237

Amounts reported for governmental activities in the statement
of activities are different because:

Governmental funds report capital outlays as expenditures; in
the statement of activities; these costs are allocated over their
estimated useful lives as depreciation.

Depreciation Expense

-24084

Capital Outlay

7210

Total

-\$16874

Revenue reported in the statement of activities that does not provide
current financial resources and are not reported as revenue
in the governmental funds

0

Accrued interest is recorded in the statement of activities when
incurred; it is not reported in governmental funds until paid

0

Repayment of bond principal is an expenditure in the governmental
funds, but not in the statement of activities (where it reduces
long term debt)

65179

Increases Decreases in compensated absences are reported as
expenditures when financial resources are used in the governmental
funds in accordance with GASB Interpretation No. 6

0

Change in Net Assets of Governmental Activities

\$29068

The notes to the financial statements are an integral part of this report.

NOTES TO THE FINANCIAL STATEMENTS

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting methods and procedures adopted by the **Crystal Falls District Community Library** conform to generally accepted accounting principles as applicable to governmental entities. The following is a summary of the more significant policies:

THE FINANCIAL REPORTING ENTITY

The **Crystal Falls District Community Library** (Library) was reorganized in 1989 to provide library services to the City of Crystal Falls, Mansfield Township and Crystal Falls Township, Michigan. The Board operates under an appointed board of trustees and provides library services to its approximately 3,784 residents.

The criteria established by GASB Statement 14, The Financial Reporting Entity, is used to determine the primary government unit and the component units to be included in the financial reporting entity. This Statement describes the characteristics of a primary government unit, which include a separately elected governing board, legally separate government possessing corporate power and separate legal standing, and fiscal independence. GASB 14 also provides criteria for defining the component unit, based on the fundamental concept of accountability. On this basis, the financial statements of certain other governmental organizations are not included in the financial statements of the Library.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BLENDED COMPONENT UNITS

A blended component unit is a legally separate entity from the local unit, but is so intertwined with the unit that it is, in substance, the same as the local governmental unit.

A basic strategy of GASB 14 is to present financial information for component units separately from the financial information for the primary government. This is achieved through the discrete presentation method. However, in the case of blended component units, GASB believes that it would be more appropriate to use the blending method to incorporate the financial information of a component unit into the reporting entity's financial statements.

When the blending method is used, transactions and balances of a component unit are merged with similar transactions and balances of the primary government so that there is no way to identify which balances relate to the component unit and which relate to the primary government.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BLENDED COMPONENT UNITS (Continued)

There are no blended component units to be included in the financial statements of the **Crystal Falls District Community Library**.

JOINT VENTURES

A joint venture is a legal entity or other organization that results from a contractual agreement and that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain an ongoing financial interest or an ongoing responsibility.

An ongoing financial responsibility is defined as a participating government's obligation in some manner for debts or the joint venture's existence depends on continued funding by the participating government.

There are no joint ventures to be included in the financial statements of the **Crystal Falls District Community Library**.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

JOINTLY GOVERNED ORGANIZATIONS

A jointly governed organization is a multi-governmental arrangement that is governed by representatives from each of the governments that create the organization, but that is not a joint venture because the participants do not retain an ongoing financial interest or responsibility.

There are no jointly governed organizations to be reported by the **Crystal Falls District Community Library** as defined above.

RELATED ORGANIZATIONS

A related organization is an organization for which a primary government is not financially accountable (because it does not impose will or have a financial benefit or burden relations) even though the primary government appoints a voting majority of the organization's governing board.

There are no related organizations to the **Crystal Falls District Community Library** as defined above.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION

The Library follows GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis for State and Local Governments*. GASB Statement No. 34 adds the following components to the financial statements:

Management's Discussion and Analysis

A narrative introduction and analytical overview of the government's financial activities. This analysis is similar to analysis the private sector provides in their annual reports.

Government-wide financial statements

These include financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads, and general obligation debt).

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

Government-wide financial statements (Continued)

Accrual accounting also reports all of the revenues and costs of providing services each year or soon thereafter. The government-wide statements include the Statement of Net Assets and the Statement of Program Activities.

Statement of Net Assets

The Statement of Net Assets displays the financial position of the primary government.

Governments report all capital assets, including infrastructure, in the government-wide Statement of Net Assets and report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net assets of a government are broken down into three categories - 1) invested in capital assets, net of related debt; 2) restricted; and 3) unrestricted.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

Statement of Program Activities

The statement of activities reports expenses and revenues in a format that focuses on the cost of the government's functions. The expense of individual functions is compared to the revenues generated by the function (for instance, through user charges or intergovernmental grants).

Budgetary comparison schedules

Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments, and have a keen interest following the actual financial progress of their governments over the course of the year. The Library and many other governments revise their original budgets over the course of the year for a variety of reasons.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

Budgetary comparison schedules (Continued)

As required by accounting principles generally accepted in the United States of America, these financial statements present the primary governmental entities for which the government is considered to be financially accountable.

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The basic financial statements include both government-wide (based on the Library as a whole) and fund financial statements. The reporting model focus is on both the Library as a whole and the fund financial statements, including the major individual funds of the governmental categories.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (Continued)

Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business type. In the government-wide Statement of Net Assets, the governmental columns (a) are presented on a consolidated basis by column, and (b) are reflected, on a full accrual, economic resource basis, which incorporates long-term assets and receivables as well as long-term debt obligations. Both government-wide and fund financial statements presentations provide valuable information that can be analyzed and compared (between years and between governments) to enhance the usefulness of the financial information. The Library generally uses restricted assets first for expenses incurred for which both restricted and unrestricted assets are available. The Library may defer the use of restricted assets based on a review of the specific transaction.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (Continued)

The government-wide Statement of Activities reflects both the gross and net cost per functional category (administration, occupancy, special programs, and Library services) that are otherwise being supported by general government revenues (property, state aid, penal fines and interest, and investment earnings). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions.

The program revenues must be directly associated with the function (administration, occupancy, special programs, and Library services). Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operation or capital requirements of a particular function or segment.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (Continued)

Taxes and other items not properly included among program revenues are reported as general revenues. The Library does not allocate indirect expenses. The operating grants and contributions column includes operating-specific and discretionary (either operating or capital) grants while the capital grants and contributions column reflects capital-specific grants.

In the fund financial statements, financial transactions and accounts of the Library are organized in the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain regulations, restrictions, or limitations.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (Continued)

The fund statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted.

Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental activities column, a reconciliation is presented which briefly explains the adjustments necessary to reconcile the fund financial statements to the governmental activities column of the government-wide financial statements.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

**GOVERNMENT-WIDE AND FUND FINANCIAL
STATEMENTS (Continued)**

The following is a brief description of the specific funds used by the Library:

GOVERNMENTAL FUNDS

These funds are those through which most governmental functions typically are financed.

The acquisition, use, and balances of the Library's expendable financial resources and the related current liabilities are accounted for through the Governmental Funds.

These funds are as follows:

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

GOVERNMENTAL FUNDS (Continued)

General Fund

This fund is used for all financial transactions not accounted for in another fund, including the general operating expenditures of the local unit.

Revenues are derived primarily from property taxes and state and federal distributions, grants, and other intergovernmental revenues.

For reporting purposes, the General Fund is always considered to be a major fund.

Special Revenue Funds

These funds are used to account for specific governmental revenues requiring separate accounting because of legal or regulatory provisions or administrative action.

There are no special revenue funds for the Library.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

GOVERNMENTAL FUNDS (Continued)

Debt Service Fund

This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

The Debt Service Fund is a major fund for reporting purposes.

The governmental funds use the modified accrual basis of accounting.

Capital Projects Fund

These funds are used to account for the purchase and/or construction of capital facilities by a governmental unit which are not accounted for by Proprietary Funds, Special Assessment Funds, or Trust Funds. The various resources of the governmental unit to be used in the projects, such as General Fund contributions, grants from other units of government and bond proceeds, flow into the Capital Project Fund. Expenditures incurred in the development of the facility are also recorded within the Capital Project Fund.

There is currently no capital projects fund for the Library.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

PROPRIETARY FUNDS

Enterprise Funds

These funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises----where the intent of the governing body is that the costs (expenses including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose.

There are no proprietary funds for the Library.

FIDUCIARY FUNDS

Trust and Agency Funds

Trust and Agency Funds are used to account for assets held by the Library in a trustee capacity for individuals, private organizations, other governmental units, and/or other funds.

There are no trust and agency funds for the Library.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

MEASUREMENT FOCUS

The accounting and financial reporting treatment applied to a fund determined by its measurement focus. All governmental funds are accounted for using the current financial resources measurement focus. With this measurement focus, only current liabilities generally are included on the balance sheet in the funds statements. Long-term assets and long-term liabilities are included in the government-wide statements. Operating statements of the governmental funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The government-wide statement of net assets and statement of activities are accounted for on a flow of economic resources measurement focus.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

MEASUREMENT FOCUS (Continued)

With this measurement focus, all assets and all liabilities associated with the operation of these activities are either included on the statement of net assets or on the statement of fiduciary net assets.

The statement of net assets and statement of activities are presented on the accrual basis of accounting. Under this method of accounting, revenues are recognized when earned and expenses are recorded when liabilities are incurred without regard to receipt or disbursement of cash.

The fund financial statements of the General and Debt Service funds are maintained and reported on the modified accrual basis of accounting using the current financial resources measurement focus.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

MEASUREMENT FOCUS (Continued)

Under this method of accounting, revenues are recognized in the period in which they become measurable and available. With respect to real and personal property tax revenue and other local taxes, the term "available" is limited to collection within forty-five days of the fiscal year-end. Levies made prior to the fiscal year-end but which are not available are deferred. Interest income is recorded as earned. Federal and State reimbursement-type grants revenue are considered to be measurable and available as revenue when related eligible expenditures are incurred.

Expenditures, other than accrued interest on long-term debt, are recorded when the fund liability is incurred.

The local governmental unit applies all GASB pronouncements as well as the FASB pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

ENCUMBRANCES

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriations, is employed for accountability purpose only.

It is the Library's policy to honor all unfilled contracts/orders at year-end, but the authority to complete these transactions is provided by the new year's budget appropriations, as unexpended appropriations of the current year lapse at year-end.

CASH AND CASH EQUIVALENTS

The Library pools cash resources of its various funds to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash accounts is available to meet current operating requirements.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

CASH AND CASH EQUIVALENTS

The Library classifies cash on hand, cash on deposit (including certificates of deposit), and highly liquid investments with an original maturity of ninety days or less when purchased as cash in its financial statements.

INVENTORIES

Inventories of supplies are expended as received.

RECEIVABLES

Accounts which will be collected within sixty days of year-end are accrued as accounts receivable in the General Fund.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

INTEREST RECEIVABLE

Interest on certificates of deposit is recorded as revenue in the year the interest is earned and is available to pay liabilities of the current period.

DUE TO/FROM OTHER FUNDS

Transactions between funds that had not been paid or received as of fiscal year-end have been recorded as interfund accounts receivable and payable in the financial statements. These interfund receivables and payables do not represent Board-approved loans between funds.

DEFERRED REVENUE

Deferred revenue represents amounts for which asset recognition criteria have been met but for which revenue recognition criteria have not been met, whereby such amounts are measurable but not considered currently available resources.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

FUND EQUITY

The unreserved fund balances for governmental funds represent the amount available for budgeting future operations. The reserved fund balances represent the amount that has been legally identified for specific purposes. Designated fund balances represent amounts earmarked by the Library for future expenditures.

Unreserved retained earnings represent net assets available for future operations or distribution. Reserved retained earnings represent net assets that have been legally identified for specific purposes. Designated retained earnings represent amounts earmarked by the Library for future expenditures.

BUDGETS AND BUDGETARY ACCOUNTING

The Library follows the State of Michigan Uniform Budgeting and Accounting Act for budgeting procedures. Budgets are adopted on a basis consistent with generally accepted accounting principles.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

BUDGETS AND BUDGETARY ACCOUNTING (Continued)

Annual appropriated budgets are adopted for the general and special revenue funds. Unexpended appropriations lapse at fiscal year-end.

The following procedures are followed in establishing the budgetary data reflected in the financial statements:

1. Prior to December 31 of the preceding fiscal year, the Library prepares a budget for the next fiscal year beginning January 01. The operating budget includes proposed expenditures and means of financing them.
2. A meeting of the Library Board is then called for the purpose of adopting the proposed budget after sufficient public notice has been given.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

BUDGETS AND BUDGETARY ACCOUNTING (Continued)

3. Prior to January 01, the budget is legally enacted through passage of a resolution by the members of the Library Board.

Once the budget is approved, it can be amended at the Function and Fund level only by approval of a majority of the members of the Library Board. Amendments are presented to the Library Board at their regular meetings. Each amendment must have Board approval.

PROPERTY TAX

Property taxes are levied on December 31 and payable by February 15 of each year.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

PROPERTY TAX (Continued)

Property taxes are recognized when they become available. The County of Iron purchases all delinquent real property taxes during the second quarter of each year, resulting in total collection of real property taxes each year.

Delinquent personal property taxes are recorded as receivable if considered to be collectible within 60 days of year-end. For the year ended December 31, 2004, the District's taxable valuation was \$ 103,226,538, on which was levied .8947 mills for Library purposes, and .4971 mills for debt retirement.

NON-MONETARY TRANSACTIONS

The Single Audit Act of 1984, as amended, and OMB Circular A-133 defines federal financial assistance to include both monetary and non-monetary forms of assistance provided by or passed down from a federal agency, such as grants, contracts, loans, loan guarantees, property, etc.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

CAPITAL ASSETS

Capital outlays are recorded as expenditures of the General Fund, and as assets in the governmental-wide statements to the extent the Library's capitalization threshold of \$ 300 is met. Depreciation is recorded on general fixed assets on a government-wide basis using the straight-line method and the following estimated useful lives:

Buildings 20 - 30 years

Infrastructure 10 - 65 years

Furniture and Other

Equipment 5 - 20 years

Land Improvements 20 years

All fixed assets are valued at historical cost or estimated historical cost if actual cost was not available.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

CAPITAL ASSETS

Donated fixed assets are valued at their estimated fair market value on the date donated. Maintenance, repairs, and minor equipment are charged to operations when incurred. Expenses that materially change capacities or extend useful lives are capitalized. Upon sale or retirement of land, buildings, and equipment, the cost and related accumulated depreciation, if applicable, are eliminated from the respective accounts and any resulting gain or loss is included in the results of operations.

COMPENSATED ABSENCES

Sick Leave

The Crystal Falls District Community Library offers no paid sick leave for any employee.

Annual Leave

All permanent part-time Library employees earn paid annual leave proportionate with pay based on the number of hours worked in the anniversary year.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

COMPENSATED ABSENCES (Continued)

Annual Leave

Hours accumulated for the year must be used within that year, and do not carry over to the following year. No annual leave is earned by those employed on a temporary or substitute basis.

The formula for earning leave is as follows:

1 - 3 years of employment - one hour of sick leave for every twenty six hours worked.

3 - 6 years of employment - one hour of leave for every twenty two hours worked.

6 - 9 years of employment - one hour of leave for every eighteen hours worked.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

BASIS OF PRESENTATION (Continued)

COMPENSATED ABSENCES (Continued)
Annual Leave (Continued)

Ten years of employment - one hour of leave for every twelve hours of employment.

POST-EMPLOYMENT BENEFITS

The Crystal Falls District Community Library provides no post-employment benefits.

USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE B - INTERFUND ACTIVITIES

INTERFUND RECEIVABLES AND PAYABLES

Interfund receivables and payables do not represent interfund borrowings; instead, they represent actual amounts which are pending between funds at year-end due to the timing of cash flows. Generally, these amounts clear shortly after year-end when resources become available.

There were no Interfund receivables or payables for the Library.

OPERATING TRANSFERS

Interfund transfers are the result of legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

During the fiscal year ended December 31, 2004, the Library authorized the following transfers for the payment of long-term debt:

<u>Fund</u>	<u>Transfer In</u>	<u>Transfer Out</u>
General Fund	\$ -0-	\$ 27886
Debt Service Fund	27886	-0-

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE B - INTERFUND ACTIVITIES (CONTINUED)

OTHER FINANCING SOURCES (USES)

The transfers of cash between the various Library funds are budgeted but reported separately from the revenues and expenditures as operating transfers in or (out), unless they represent temporary advances that are to be repaid, in which case, they are carried as assets and liabilities of the advancing or borrowing funds.

NOTE C - CASH, DEPOSITS, AND INVESTMENTS

PRIMARY GOVERNMENT

On December 31, 2004, the carrying value of the Library's deposits (Primary Government) was \$ 103,010 and is comprised of cash and deposits reflected in the following fund:

Governmental Funds

General Fund	\$ 103,010
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CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE C - CASH, DEPOSITS, AND INVESTMENTS (CONTINUED)

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the local unit's cash deposits classifies cash according to three levels of risk.

The three levels of risk are as follows:

- Category 1 Deposits which are insured or collateralized with securities held by the Library or its agent in the Library's name.
- Category 2 Deposits which are collateralized with securities held by the pledging financial institution's trust department or agent in the Library's name.
- Category 3 Deposits which are not collateralized or insured.

Based on these levels of risk, the Library's cash deposits (Primary Government) are classified as follows:

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE C - CASH, DEPOSITS, AND INVESTMENTS (CONTINUED)

SCHEDULE OF CASH AND DEPOSITS

PRIMARY GOVERNMENT

	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Totals</u>
Cash and Deposits	\$ 100000	\$ -0-	\$ 3010	\$ 103010

INVESTMENTS

The Library's investments are categorized below to give an indication of the level of risk assumed at year-end. **Category 1** includes investments that are insured or registered or for which the securities are held by the Library or its agent in the Library's name.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE C - CASH, DEPOSITS, AND INVESTMENTS (CONTINUED)

SCHEDULE OF CASH AND DEPOSITS

INVESTMENTS (Continued)

Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's safekeeping department or agent in the Library's name. **Category 3** includes uninsured and registered investments for which the securities are held by the broker or dealer, or by its safekeeping department or agent, but not in the Library's name.

The Library has no investments, as reflected below:

<u>Investment Type</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Carrying Value</u>	<u>Market Value</u>
	\$ <u>-0-</u>	\$ <u>-0-</u>	\$ <u>-0-</u>	\$ <u>-0-</u>	\$ <u>-0-</u>
Total Investments	\$ <u><u>-0-</u></u>	\$ <u><u>-0-</u></u>	\$ <u><u>-0-</u></u>	\$ <u><u>-0-</u></u>	\$ <u><u>-0-</u></u>

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE C - CASH, DEPOSITS, AND INVESTMENTS (CONTINUED)

STATUTORY AUTHORITY

Act 196, PA 1997, authorizes the Library to deposit and invest in:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- 2.. Certificates of deposit, savings accounts, or depository receipts of a financial institution eligible to be a depository of funds belonging to the State of Michigan under a law or rule of this state or the United States.
3. Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE C - CASH, DEPOSITS, AND INVESTMENTS (CONTINUED)

STATUTORY AUTHORITY (Continued)

4. Repurchase agreements consisting of instruments issued by the United States or an agency or instrumentality of the United States.
5. Bankers acceptance of United States banks.
6. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
7. Mutual funds registered under the Investment Act of 1950 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE C - CASH, DEPOSITS, AND INVESTMENTS (CONTINUED)

STATUTORY AUTHORITY (Continued)

The Library has adopted an investment policy, allowing for all types of deposits and investments listed above. The Library's deposits and investments are in compliance with its investment policy.

NOTE D - PENSION PLAN

There is no pension plan for the Library.

NOTE E - EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS

BUDGET VIOLATIONS

P.A. 621 of 1978, SECTION 18 (1), as amended, provides a local unit shall not incur expenditures in excess of the amounts appropriated. The Crystal Falls District Community Library's actual expenditures and budgeted expenditures for the funds budgeted have been shown on an activity basis.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE E - EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS (CONTINUED)

BUDGET VIOLATIONS (Continued)

The approved budgets of the Crystal Falls District Community Library were adopted at the activity level. The budget is prepared on the modified accrual basis of accounting, which is the same basis as the financial statements.

Contrary to the provisions of P.A. 621, the total 2004 expenditures for the following activities (cost centers) exceeded the amended budget allocations by a total of \$ 8,128.

<u>General Fund</u>	<u>Actual</u>	<u>Final Budgeted</u>	<u>Variance</u>
Salaries and Wages	\$ 55808	\$ 50300	\$ (5508)
Payroll Taxes	4269	3850	(419)
Books, Videos, and Periodicals	27533	27200	(333)
Membership & Dues	2172	1900	(272)
Insurance	2074	1690	(384)
Professional Fees	<u>6212</u>	<u>5000</u>	<u>(1212)</u>
Totals	\$ 98068	\$ 89940	\$ (8128)

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE F - ACCUMULATED FUND DEFICITS

At December 31, 2004, the Library had no fund balance/retained earnings deficit in any fund.

NOTE G - RISK MANAGEMENT

The **Crystal Falls District Community Library** is exposed to various risks of loss to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The Library maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Library.

NOTE H - CAPITAL ASSETS

The following is a summary of the changes in capital assets for the fiscal year ended December 31, 2004:

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE H - CAPITAL ASSETS (CONTINUED)

GOVERNMENTAL ACTIVITIES

<u>Capital Assets Not Being Depreciated</u>	<u>Balance 12/31/03</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance 12/31/04</u>
Land and Land Improvements	\$ 6000	\$ -0-	\$ -0-	\$ 6000
Total Capital Assets Not Being Depreciated	6000	-0-	-0-	6000
<u>Other Capital Assets</u>				
Buildings	509655	-0-	-0-	509655
Infrastructure	0	-0-	-0-	0
Furniture and Other Equipment	108935	7210	-0-	116145
Total Other Capital Assets	618590	7210	-0-	625800
<u>Less Accum. Depreciation for:</u>				
Buildings	(13613)	(13068)	-0-	(26681)
Land Improvement	0	(52)	-0-	(52)
Infrastructure	(0)	(0)	-0-	(0)
Furniture and Other Equipment	(58419)	(10964)	-0-	(69383)
Total Accum. Depreciation	(72032)	(24084)	-0-	(96116)
Other Capital Assets, Net	546558	(16874)	-0-	529684
Total Governmental Activities	\$ 552558	\$ (16874)	\$ -0-	\$ 535684

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE H - CAPITAL ASSETS (CONTINUED)

GOVERNMENTAL ACTIVITIES (Continued)

Depreciation was charged to governmental functions as unallocated.

NOTE I - LONG-TERM DEBT

NEW LIBRARY

On April 01, 2002, the Crystal Falls District Community Library financed the construction of the new Library with the First National Bank of Crystal Falls in the amount of \$325,000.

The note, bearing an interest rate of 5.00%, is payable over 8 years with annual installments of \$ 50,433.72 beginning April 01, 2003. During the year 2004, the Library paid a total of \$ 65,178.84 on the principal, and \$ 14,802.94 in interest.

The final payment will be due on April 01, 2010.

The principal balance of the note on December 31, 2004 was \$ 225,863.14.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)**

DECEMBER 31, 2004

NOTE J - RELATED PARTY TRANSACTIONS

Related parties exist when there is a potential for transactions at less than arm's length, favorable treatment, or even the ability to influence the outcome of events differently from that which might result in the absence of that relationship.

Financial statements must include disclosure of material related party transactions, other than compensation arrangements, expense allowances and similar items in the ordinary course of business.

However, disclosure of transactions that are eliminated in the preparation of combined financial statements is not required in those statements.

On this basis, there were no related party transactions reported in the financial statements.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE K - SUBSEQUENT EVENTS

Subsequent events have a material effect on the financial statements which requires adjustment or disclosure. They relate to events that provide additional evidence with respect to conditions that existed at the date of the balance sheet and events that provide evidence with respect to conditions that did not exist at the date of the balance sheet but arose subsequent to that date.

At fiscal year ended December 31, 2004, there were no subsequent events that would have a significant effect on the Library's operations.

NOTE L - COMMITMENTS AND CONTINGENCIES

The Library participates in state and federal grant programs which are governed by various rules and regulations of the grantor agencies.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2004

NOTE L - COMMITMENTS AND CONTINGENCIES (CONTINUED)

Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Library has not complied with the rules and regulations governing the grants, refunds of money received may be required and the collectibility of any related receivable at December 31, 2004 may be impaired. In the opinion of the Library, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

REQUIRED SUPPLEMENTAL INFORMATION

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**Required Supplemental Information
Budgetary Comparison Schedule – General Fund**

Year Ended December 31, 2004

	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL
<u>REVENUE</u>			
General Property Taxes	\$89000	\$89000	\$93558
Other Taxes	0	0	3587
Sale of Materials	800	800	1082
User Fees	1200	1200	1230
Penal Fines	18000	18000	18687
Use of Money and Property	2000	2000	1697
Donations	1500	1500	2264
Fines	1800	1800	1885
Other Revenue	1425	1425	2043
Intergovernmental	2500	2500	4196
TOTAL REVENUE	\$118225	\$118225	\$130229
<u>EXPENDITURES</u>			
Salaries and Wages	56500	50300	55808
Payroll Taxes	5000	3850	4269
Books, Videos, Periodicals	28800	27200	27533
Computer System	750	1000	730
Special Programs	500	1000	437
Insurance	2200	1900	2172
Supplies	4350	4650	4079
Utilities	6100	6100	5742
Memberships and Dues	3377	1690	2074
Travel and Education	200	200	71
Office Expense	800	800	784
OCLC Expense	100	100	67
Professional Fees	6000	5000	6212
Maintenance and Repair	4000	10800	2952
Telephone	1775	1775	989
Capital Outlay	7300	6300	7210
Other	550	600	451
TOTAL EXPENDITURES	\$128302	\$123265	\$121580

The notes to the financial statements are an integral part of this report

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

**Required Supplemental Information
Budgetary Comparison Schedule-General Fund
(Continued)**

Year Ended December 31, 2004

	<u>ORIGINAL BUDGET</u>	<u>FINAL AMENDED BUDGET</u>	<u>ACTUAL</u>
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating Transfers In			
Operating Transfers Out	-\$30655	-\$700	-\$27886
TOTAL OTHER FINANCING SOURCES (USES)	-30655	-700	-27886
NET CHANGE IN FUND BALANCE	-40732	-5740	-19237
FUND BALANCE-BEGINNING OF YEAR	<u>120064</u>	<u>120064</u>	<u>120064</u>
FUND BALANCE-END OF YEAR	<u>\$79332</u>	<u>\$114324</u>	<u>\$100827</u>

The notes to the financial statements are an integral part of this report.

OTHER SUPPLEMENTAL INFORMATION

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY

General Fund - Statement of Revenues, Expenditures, and Changes in Fund Equity - Actual and Budget

Year Ended December 31, 2004

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u> <u>Favorable</u> <u>(Unfavorable)</u>
<u>REVENUE</u>			
Local Revenue			
Current Property Taxes	\$93558	\$89000	\$4558
Other Taxes	3587		3587
Sale of Materials	1082	800	282
User Fees	1230	1200	30
Penal Fines	18687	18000	687
Interest and Dividends	1697	2000	-303
Donations	2264	1500	764
Fines	1885	1800	85
Other Revenue	2043	1425	618
Total Local Revenue	<u>126033</u>	<u>115725</u>	<u>10308</u>
State Shared Revenue			
State Aid	3278	2500	778
Renaissance Zone	684		684
Gates Foundation Grant	234		234
Total State Shared Revenue	<u>4196</u>	<u>2500</u>	<u>1696</u>
TOTAL REVENUE	\$130229	\$118225	\$12004
<u>EXPENDITURES</u>			
Community Services			
Salaries and Wages	55808	50300	-5508
Payroll Taxes	4269	3850	-419
Books, Videos, Periodicals	27533	27200	-333
Computer System	730	1000	270
Special Programs	437	1000	563
Insurance	2172	1900	-272
Supplies	4079	4650	571
Utilities	5742	6100	358
Memberships and Dues	2074	1690	-384
Travel and Education	71	200	129
Office Expense	784	800	16
OCLC Expense	67	100	33
Professional Fees	6212	5000	-1212
Maintenance and Repair	2952	10800	7848
Telephone	989	1775	786
Other	451	600	149
Total Community Services	<u>\$114370</u>	<u>\$116965</u>	<u>\$2595</u>

The notes to the financial statements are an integral part of this report.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY
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**General Fund – Statement of Revenues, Expenditures, and Changes in
Fund Equity – Actual and Budget
(Continued)**

Year Ended December 31, 2004

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE Favorable (Unfavorable)</u>
Capital Outlay	<u>\$7210</u>	<u>\$6300</u>	<u>-\$910</u>
TOTAL EXPENDITURES	\$121580	\$123265	\$1685
Excess of Revenues Over (Under) Expenditures	8649	-5040	13689
<u>OTHER FINANCING SOURCES (USES)</u>			
Transfer to Other Funds	<u>-27886</u>	<u>-700</u>	<u>-27186</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	-19237	-5740	-13497
FUND BALANCE-BEGINNING OF YEAR	<u>120064</u>		
FUND BALANCE-END OF YEAR	<u><u>\$100827</u></u>		

The notes to the financial statements are an integral part of this report.

CRYSTAL FALLS DISTRICT COMMUNITY LIBRARY
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Debt Service Fund - Statement of Revenues, Expenditures, and Changes in Fund Equity - Actual and Budget

Year Ended December 31, 2004

	<u>ACTUAL</u>	<u>BUDGET</u>	VARIANCE Favorable (Unfavorable)
<u>REVENUE</u>			
Property Taxes	<u>\$52096</u>	<u>\$49400</u>	<u>\$2696</u>
TOTAL REVENUE	\$52096	\$49400	\$2696
<u>EXPENDITURES</u>			
Principal	65179	35500	-29679
Interest	<u>14803</u>	<u>14600</u>	<u>-203</u>
TOTAL EXPENDITURES	79982	50100	-29882
Excess of Revenues Over (Under) Expenditures	-27886	-700	-27186
<u>OTHER FINANCING SOURCES (USES)</u>			
Transfer from Other Funds	27886	700	27186
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	0	0	0
FUND BALANCE - BEGINNING OF YEAR	<u>0</u>		
FUND BALANCE - END OF YEAR	<u>\$0</u>		

The notes to the financial statements are an integral part of this report.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING**

DS Rostagno, CPA, P.C.

***101 West Maple Street, Iron River, MI 49935
Tel (906) 265-1040 Fax (906) 265-1042***

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees
Crystal Falls District Community Library
Crystal Falls, Michigan 49920

We have audited the financial statements of the governmental activities and each major fund of the **Crystal Falls District Community Library**, as of and for the year ended December 31, 2004, which collectively comprise the **Crystal Falls District Community Library's** basic financial statements and have issued our report thereon dated May 06, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the **Crystal Falls District Community Library's** internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no such matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses.

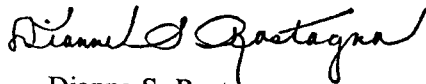
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the **Crystal Falls District Community Library's** financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts.

However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

However, we noted certain matters that we reported to management of the **Crystal Falls District Community Library**, in a separate letter dated May 06, 2005.

This report is intended solely for the information and use of the audit committee, management, the Board, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Dianne S. Rostagno
DS ROSTAGNO CPA, P.C.

May 06, 2005

DS Rostagno, CPA, P.C.

***101 West Maple Street, Iron River, MI 49935
Tel (906) 265-1040 Fax (906) 265-1042***

Board of Trustees
Crystal Falls District Community Library
Crystal Falls, Michigan 49920

In planning and performing the audit of the financial statements of the **Crystal Falls District Community Library**, I considered the internal control structure to plan the auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control structure.

However, during my audit, I noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect my report dated May 06, 2005 on the financial statements of the **Crystal Falls District Community Library**. I will review the status of these comments during my next audit engagement. My comments and recommendations, which have been discussed with appropriate officials, are intended to improve the internal control structure or result in other operating efficiencies. I will be pleased to discuss these comments in further detail at your convenience or to assist you in implementing the recommendations. My comments are summarized as follows:

BUDGETARY

Problem

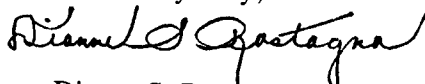
During the year ended December 31, 2004, the Library incurred several expenditures which were in excess of the amounts appropriated.

Recommendation

It is recommended that close monitoring be done in regards to budgetary appropriations and expenditures.

It has been a pleasure working with the Librarian and her staff, and I wish to express my appreciation for their cooperation and assistance during the audit engagement.

Yours very truly,



Dianne S. Rostagno
DS ROSTAGNO, CPA, P.C.

May 06, 2005

DS Rostagno, CPA, P.C.

***101 West Maple Street, Iron River, MI 49935
Tel (906) 265-1040 Fax (906) 265-1042***

May 06, 2005

Governing Board
Crystal Falls District Community Library
Crystal Falls, Michigan 49920

I have audited the financial statements of the **Crystal Falls District Community Library** for the year ended December 31, 2004, and have issued my report thereon dated May 06, 2005. Professional standards require that I provide you with the following information related to the audit:

My Responsibility under Generally Accepted Auditing Standards and Government Auditing Standards

As stated in my engagement letter dated December 07, 2004, my responsibility, as described by professional standards, is to plan and perform the audit to obtain reasonable, but not absolute, assurance about whether the financial statements are free of material misstatement. Because an audit is designed to provide reasonable, but not absolute assurance and because I did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by me.

As part of the audit, I considered the internal control of the **Crystal Falls District Community Library**. Such considerations were solely for the purpose of determining the audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of the **Crystal Falls District Community Library's** compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my tests was not to provide an opinion on compliance with such provisions.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of my engagement letter, I will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the **Crystal Falls District Community Library** are described in the Note to the financial statements. There were no new accounting policies adopted and the application of existing policies was not changed during this year.

Significant Accounting Policies (Continued)

We noted no transactions entered into by the **Crystal Falls District Community Library** during the year that were both significant and unusual, and of which, under professional standards, I am required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

There were no sensitive estimates affecting the financial statements as presented.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in my judgment, may not have been detected except through my auditing procedures. These adjustments may include those proposed by me but not recorded by the **Crystal Falls District Community Library** that could potentially cause future financial statements to be materially misstated, even though I have concluded that such adjustments are not material to the current financial statements. I proposed no audit adjustments that could, in my judgment, either individually or in the aggregate, have a significant effect on the **Crystal Falls District Community Library's** financial reporting process.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to my satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of the audit.

Page Three

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's general purpose financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, my professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the **Crystal Falls District Community Library's** auditor. However, these discussions occurred in the normal course of my professional relationship and my responses were not a condition to my retention.

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing the audit.

This information is intended solely for the use of the Board and management of the **Crystal Falls District Community Library** and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Dianne S. Rostagno
DS ROSTAGNO, CPA, P.C.